



North Dakota Department of Health HIPAA Policy

Policy Title:	Security Awareness	
Policy Number:	S-004	Version: 1.0
Reference:	45 CFR 164.308 (a)(5)	
Applicability:	Department of Health	
Approved By:	Dr. Terry Dwelle, State Health Officer Arvy Smith, Deputy State Health Officer Darleen Bartz, HIPAA Coordinator, Privacy Officer	
Effective Date:	April 14, 2003	

Policy:

The NDDoH will make employees aware of electronic information system security practices based on current security policies and existing federal and state requirements.

Exceptions:

None

Procedure:

- The Information Security Officer or designee will be responsible for distributing security reminders to all NDDoH employees.
- All NDDoH workstations and servers must have anti-virus software installed. Anti-virus software must perform, at minimum, daily checks for updates to their virus definition files.
- User identification (UserID) and passwords should be memorized and not stored or written down. However, if a UserID and/or password is stored or written down, it must not be stored or written:
 - In plain sight or other easily viewable place;
 - Under keyboards, speakers, desk mats, mugs, staplers or other desk top items;
 - In non-locking drawers or file cabinets;
 - Under chairs, desks, bookcase shelves or other office furniture.

Related Forms:

None

Definitions:

NDDoH – North Dakota Department of Health